



SOUTH AFRICAN LOCAL  
GOVERNMENT ASSOCIATION

**SALGA**

*Inspiring service delivery*

**APPOINTMENT OF A PANEL OF EXPERTS TO PROVIDE INDEPENDENT PROBITY  
SERVICES ON BEHALF OF SALGA FOR A PERIOD OF 36 MONTHS ON A “NEEDS  
BASIS”.**

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**BID NO: SALGA/02/2026**

**Closing date and time: 19 June 2026 at 11:00 am**

**Bid Validity Period: 120 days**

**TEL: (012) 369 8000**

**WEBSITE: [www.salga.org.za](http://www.salga.org.za)**

**PLEASE NOTE THAT SALGA LAUNCHED A FULLY AUTOMATED SUPPLY CHAIN  
MANAGEMENT PLATFORM. TO REGISTER AS A SUPPLIER ON THE PORTAL AND  
SUBMIT THE RESPONSE TO THIS TENDER.**

**PLEASE CLICK THE LINK BELOW:**

**<https://scmportal.salga.org.za/>**

## 1. INTRODUCTION

The South African Local Government Association (SALGA) is an Organ of State established by its members and recognised through the Organised Local Government Act (Act 52 of 1997) to assist in the comprehensive transformation of local government in South Africa. SALGA has opted to manage its planning and reporting processes within the Revised Framework for Strategic and Annual Performance Plans as published by the Department of Planning, Monitoring and Evaluation.

## 2. SALGA MANDATE

Developmental Local Government is an essential component of the machinery of government. In accordance with its constitutional mandate, SALGA is obliged to transform the local government sector to one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development and all socio-economic opportunities that the state has geared itself to provide for its people. SALGA also serves as the representative voice of all 257 municipalities in the country. For the past 20 years, since its establishment, SALGA has endeavoured to bring focus to its mandate of supporting local government transformation in a complex environment, characterised by a highly diverse and diffuse membership-base of municipalities. In terms of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

- **Representation, Advocacy and Lobbying** refer to representing the interests of members in legislatures and other policy making and oversight structures. It also refers to engaging with various stakeholders, public debates etc. in the interest of Local Government.
- **Employer Body** refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.
- **Capacity Building** refers to facilitating capacity building initiatives through among others; representing member interests in the Local Government Sector Education Authority (LGSETA). SALGA strives to facilitate a coherent, well-co-ordinated capacity building programme for municipal councillors and officials.
- **Support and Advice** refer to the provision of tools and services that enable municipalities to understand and interpret trends, policies and legislation affecting Local Government and to implement the said policies and plans
- **Strategic Profiling** of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses within South Africa, the African continent and the rest of the world.
- **Knowledge and Information Sharing** refer to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery

of other SALGA mandates. The knowledge hub is also a useful reference point for all who seek Local Government information.

Diagrammatically the mandate of SALGA is depicted as follows:



**Figure 1: SALGA Mandate**

### 3. BACKGROUND CONTEXT

As SALGA approaches the final phase of its 2022–2027 strategic plan, it is imperative to begin preparations for the forthcoming term of office. This transition presents an opportune moment to propose a robust strategic agenda for the 2027–2032 period, ensuring continuity, innovation, and responsiveness in local governance.

Currently, SALGA is working towards the final leg of its 2022–2027 strategy, a period marked by significant progress and lessons learned in advancing municipal excellence and developmental priorities. The imminent shift to the next strategic cycle necessitates a careful review of ongoing initiatives and a forward-looking approach to address emerging challenges and opportunities within the local government sphere.

Several critical developments are shaping the environment in which SALGA operates. Notably, the review of the White Paper on Local Government is underway, signalling potential policy reforms and a renewed vision for the sector. Alongside this, the review of the local government funding model is poised to influence the financial sustainability and effectiveness of municipalities, underscoring the importance of resource allocation and fiscal management in achieving developmental objectives.

#### **4. PURPOSE**

The purpose of this document is to call for proposals from suitable service providers (or qualified individuals) to form part of an Independent Probity panel of experts to perform probity and advisory services pertaining to procurements of a certain value.

The purpose of the Independent Probity panel of experts (“Panel”) is to:

- (a) Provide independent expert advice on procurement and tender-related matters for procurements of R10 million and above.
- (b) Provide Independent advice to enhance governance, compliance, and risk management within procurement processes of those specific procurements.
- (c) Assist with the assurance of bids with a threshold of R10 million and above that the procurement process conducted was fair, impartial, accountable and cost effective.

#### **5. SCOPE OF WORK**

The Panel will provide advisory services when SALGA handles procurement and tender-related matters of a threshold of R10 million and above, including but not limited to:

##### **Objectives of a Probity Process**

The broad objectives of the probity audit process are to:

- 5.1** Ensure conformity to processes and legislation.
- 5.2** Ensure that the interests of stakeholders are protected by a fair, transparent, and equitable process.
- 5.3** Ensure that all processes/functions reassessed against the set and approved criteria.
- 5.4** Preserve public and stakeholder confidence in the government processes; and
- 5.5** improve defensibility of decisions to potential legal challenge.
- 5.6** Assess risks that may affect the SALGA from initiation process to close out, are identified and addressed accordingly.

The following will form part of the areas for the scope of work, but the list is not exhaustive:

#### **6. SUPPLY CHAIN MANAGEMENT:**

- 6.1** Review Procurement Plan
- 6.2** Review of Bid Specifications
- 6.3** Tender publishing
- 6.4** Review the Tender briefing sessions.
- 6.5** Review the closure/opening session of the bids.
- 6.6** Review of the evaluation of bids

## **6.7 Bid Committees.**

- 6.7.1** Review the required (policy/legislation) compliance and composition of the Specification (BSC), Evaluation (BEC) committees to confirm that they are constituted in line with SALGA's procurement policies and procedures; and confirm that all committee members signed Declarations of Interest and that conflicted members have recused themselves from the process or potential conflicts have been declared accordingly.

The Panel will be expected to commence and complete an assigned project/procurement within 5 days from date of assignment.

## **7. DELIVERABLES**

It is envisaged that successful service providers will be expected to deliver the following deliverables:

- 7.1** Submit a draft probity report to the Chief Financial Officer.
- 7.2** Issue final report.
- 7.3** Skills transfer to SCM function and team.
- 7.4** Incorporate managements inputs into the final report and issue final report to the Chief Financial Officer.
- 7.5** The timelines for the defined functions will be finalized at signing of Service Level Agreement stage.

## **8. COMPOSITION OF THE PANEL**

The Panel shall consist of Probity experts with extensive experience.

## **9. APPOINTMENT, COMMENCEMENT AND DURATION**

- (a) The appointed panel is anticipated to commence the work upon appointment for a duration of thirty-six months, on a need basis.
- (b) Appointment does not constitute permanent employment and is based on a need basis.
- (c) Formation to the panel is not a guarantee of work.
- (d) Rotation of panel members will be applied as practical as possible.
- (e) Panel Members may be requested to sign non-disclosure agreements (NDAs), declarations of interest, and conflict-of-interest forms for each assignment.

## **10. DESCRIPTION AND EXTENT OF WORK (PROJECT MANAGEMENT)**

### **10.1. Performing of Assignments**

Assignments are to be performed in accordance with the industry/profession standards as well as the terms of reference.

Performance will be assessed amongst other aspects on:

- Quality and accuracy of advice provided
- Response times and availability
- Compliance with ethical standards

All working papers and reports and documents will become the property of SALGA.

## **10.2. Quality Assurance Reviews of The Work**

The bidder shall ensure that all work conforms to the required quality assurance standards.

## **10.3. Payment of services**

- Panel members will be compensated on a time-based fee structure, which would be according to applicable AGSA rates.
- Travel and subsistence will be reimbursed in line with SALGA's policy.
- SALGA undertakes to pay out within a reasonable time period all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made on outstanding information not submitted by the Panel member/s.
- SALGA and the Panel members shall, upon appointment, sign a service level agreement to govern their business relationship.
- Acceptance of any bid does not mean that work on an uninterrupted basis is guaranteed for the duration of the contract.
- Disbursement fees must be billed separately (where applicable).
- Please note: Hours spent on a tender / project / assignment must be indicated on each invoice.
- Time spent on the meeting as well as preparation for the meeting shall be remunerated in line with SALGA policy.

## **10.4. Expenditure Incurred by the Bidder**

SALGA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bid.

## **10.5. Code of Conduct and Confidentiality**

The Panel members shall be required to:

- Uphold fairness, transparency, integrity, and professionalism.
- Adhere to the organisation's Code of Conduct and SCM policies.
- Maintain strict confidentiality of all documents and information received.
- Declare all actual or potential conflicts of interest.

## **11. INSTRUCTION TO BIDDERS**

### **11.1. General Instructions**

This document constitutes a Request for Proposal (RFP), which specifies SALGA's requirements for a Probity panel of experts to serve on SALGA's procurement committees. The information contained herein provides a format to facilitate bidder's responses to this RFP. It is important that the format be followed closely to help maintain the decision-making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly. All pricing information should be fully disclosed with all charges clearly defined, i.e. a per unit fee based on activity.

### **11.2. Terms of Contract**

The terms of this panel shall be regulated by the SALGA SCM Policy and in conjunction with the conditions on these Terms of Reference.

### **11.3. Questions during proposal process**

Any enquiries regarding this RFP should be directed to **Mr. Lucky Nkomo**, Senior Buyer: SCM at [scm@salga.org.za](mailto:scm@salga.org.za), located at the SALGA National Office – 012 369 8184. Clarification Questions will only be taken up to four days prior the closing date.

Bidders finding apparent discrepancies or omissions in the RFP should inform SALGA through the designated email address [scm@salga.org.za](mailto:scm@salga.org.za) before the closing date. Bidders may during the bidding period, be advised by Addenda, of any additions, clarifications, deletions or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from other than this RFP and any written addenda (considered as the proposal documents) will not be considered as valid or official.

No further addenda will be issued by SALGA after 12:00 noon, four business days prior to RFP closing without providing an extension of time.

### **11.4. Bid submission requirements**

Bid proposals shall be submitted through SALGA SCM portal. URL:  
<https://scmportal.salga.org.za/>

Service providers are encouraged to register on to the portal for their proposals to be considered

**NB: Bid proposals submitted through other platforms will NOT be considered.**

SALGA will not be responsible for any costs incurred by the bidders associated with the preparation of responses to the RFP.

Proposals received past the time stated above will not be considered and will be returned to the bidder unopened.

All proposals will remain in force and will be irrevocable for **hundred and twenty days** after the proposal closing.

## **12. CONTRACT AWARD**

SALGA reserves the right to accept any proposal submitted or reject all proposals.

Any proposal submitted, that is not in complete compliance with the requirements of the proposal documents may be accepted or disqualified, at the option of SALGA.

## **13. TERMINATION OF CONTRACT**

SALGA reserves the right to immediately terminate an assignment assigned to a Panel member in any of the following instances:

- (a) Breach of confidentiality or ethical standards
- (b) Found to have a conflict of interest

The SLA to be signed between the Panel members and SALGA upon appointment will further elaborate of termination of contract.

## **14. LIABILITY**

SALGA will not be held liable for any actions of the winning bidder and/or its employees.

## **15. IMPORTANT DATES**

5 June 2026- Last day for questions

19 June 2026 - Proposal submissions due by 11h00

## **16. CONDITIONS OF BID**

Failure to meet any of the requirements below may render your bid proposal non-responsive:

- (a) The requirement for content of the project proposal section below outlines the information that must be included in bid offers. Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.
- (b) A contract will be signed with the appointed Bidder.
- (c) The Bidder will be required to sign confidentiality and indemnity agreements with SALGA.
- (d) SALGA may at its own discretion vary an instruction to include more work.
- (e) Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal.
- (f) If any conflict of interest is discovered during the assignment, SALGA reserves the right to cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
- (g) SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.

- (h) Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.
- (i) Bidders shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.
- (j) Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- (k) The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 120 days from the date of submission.
- (l) Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
- (m) Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- (n) In addition to adherence to the specific terms and conditions of proposals, provided in this document,
- (o) The bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.
- (p) All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- (q) SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.
- (r) Completion of the Standard Bidding Documents stated herein below is mandatory, failure to do so may render your bid offer invalid.

## **17. STANDARD BIDDING FORMS**

### **17.1. Preference Points Claim Form**

Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to section 12 and 13. They must be completed on the original and signed, all in black ink.

### **17.2. Bidder's Disclosure**

Form SBD 4 - Bidders must complete this document in full and sign it.

### **17.3. Bid Invitation**

Form SBD 1 - Bidders must complete this document in full. They must be completed on the original and signed, all in black ink.

### **17.4. Pricing Schedule**

Bidders will not be evaluated on price and BBEEE as this is a panel of service provider request

## 18. EVALUATION

For the purpose of comparison and to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance with the evaluation criteria mentioned below. The bidder/s will be evaluated in three phases as stated below:

<b>Phase 1</b>	pre-compliance checks on Mandatory requirements
<b>Phase 2</b>	Technical Functionality

NB: The prospective bidder is advised to be registered on Central Supplier Database (CSD) before submitting bids.

### PHASE 1: MANDATORY REQUIREMENTS FOR THE BIDDER

1. Institute of Internal Auditors (IIA) or South African Institute of Chartered Accountants (SAICA) or Chartered Institute of Supply Chain and Procurement (CIPS)

NB: Failure to adhere to the Mandatory requirements above will automatically disqualify your bid/s and will not proceed to Phase 2.

### PHASE 2: TECHNICAL FUNCTIONALITY

For functionality, the following criteria will be applicable and the maximum value of points breakdown for each criterion using these scale level descriptors:

SCALE LEVEL DESCRIPTIONS	RATING
No relevant response or information given to enable evaluation	0
<b>Very poor</b> response based on expected standard	1
<b>Poor</b> response based on expected standard	2
<b>Average</b> response based on expected standard	3
<b>Good</b> response based on expected standard	4
<b>Excellent</b> response based on expected standard	5

#### Functionality Points Breakdown:

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHTS
<b>Understanding of the brief</b>	<ul style="list-style-type: none"> <li>No relevant response or information given to enable evaluation - <b>0 points.</b></li> <li>Very poor response based on expected standard- <b>3 points.</b></li> <li>Poor response based on expected standard - <b>5 points.</b></li> <li>Average response based on expected standard - <b>7 points.</b></li> <li>Good response based on expected standard - <b>10 points.</b></li> </ul>	<b>15</b>

	<ul style="list-style-type: none"> <li>• Excellent response based on expected standard - <b>15 points.</b></li> </ul>	
<p><b>Methodology</b></p>	<ul style="list-style-type: none"> <li>• No relevant response or information given to enable evaluation - <b>0 points.</b></li> <li>• Very poor response based on expected standard- <b>5 points.</b></li> <li>• Poor response based on expected standard - <b>10 points.</b></li> <li>• Average response based on expected standard - <b>15 points.</b></li> <li>• Good response based on expected standard - <b>20 points.</b></li> <li>• Excellent response based on expected standard - <b>25 points</b></li> </ul>	<b>25</b>
<p><b>Company Experience</b></p> <p>Minimum of seven (7) years' experience in any of the fields mentioned in paragraph 5</p> <p><b>Appointment letters must be in client letterhead and must be contactable e-mail address. Reference letters be verified by SALGA</b></p> <p><b>Years of experience will be proven by providing a company profile that will demonstrate years of experience in the mentioned fields in paragraph 5</b></p>	<ul style="list-style-type: none"> <li>• No relevant reference letter submitted = <b>0 points.</b></li> <li>• One (1) relevant reference letter = <b>5 points.</b></li> <li>• Two (2) relevant reference letters = <b>10 points.</b></li> <li>• Three (3) relevant reference letters = <b>15 points.</b></li> <li>• Four (4) relevant reference letters = <b>20 points.</b></li> <li>• Five (5) or more relevant reference letters = <b>30 points.</b></li> </ul> <p>Proof in the form relevant letters from three contactable references not older than 5 years.</p>	<b>30</b>
<p><b>Experience of Key Personnel</b></p> <p>The scoring will be done based on post registration period based on certificate date.</p> <p>Certified copy of certificate of registration with South African Institute of Chartered Accountants (SAICA) or Registered Government Auditor (RGA)</p>	<ul style="list-style-type: none"> <li>• 0 to 12 months from registration date = <b>0 Points.</b></li> <li>• 13 to 36 months from registration date = <b>5 Points.</b></li> <li>• 37 to 60 months from registration date = <b>15 Points.</b></li> <li>• 61 to 120 months from registration date = <b>25 Points.</b></li> <li>• 121 months and above from registration date = <b>30 Points.</b></li> </ul>	<b>30</b>
Minimum Threshold		<b>70</b>
Total for functionality		<b>100</b>

Bidders who score 70 (average) points and above will be recommended as a list of panel of experts.

**EXPERTISE OF THE KEY PERSONNEL \ PREVIOUS EXPERIENCE**

Kindly note that reference letters must be signed by the company on their respective customers letterhead for whom the service provider has rendered the services, must be contactable, give full details of name, surname, cell phone number, landline, e-mail address and physical business address.

Kindly note that reference letters must be for individual contracts. More than one reference letter for one specific contract will be seen as one reference irrespective of the number of letters/certificates attached.

Contract number & Description	Value (R, VAT included)	Contract period	Reference					
			Full Name & Surname	Organisation	Office landline number	Cell phone number	e-mail address	Physical Address

**PLEASE NOTE:** The Bidder must submit a sample with their bid. Failure to supply a fully compliant sample will lead to disqualification of your quotation.

**19. PAYMENT OF SERVICES RENDERED**

Service Providers will be paid an hourly rate of **R3 491 per hour** for each tender audited.

**20. GENERAL CONDITIONS**

The following should be noted by interested parties:

- (a) Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in SALGA.
- (b) No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from SALGA.
- (c) SALGA may at its own discretion vary this instruction to include more scope / work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.
- (d) All copyright and intellectual property rights that may result as a consequence of the work to be performed shall reside with SALGA and the bidder shall be required to sign an agreement of confidentiality.
- (e) SALGA may dictate the framework in which documents (policies, plans, report etc.) shall be submitted; however, the bidder should be able to submit a proposal on the lay-out of his/her choice for consideration by SALGA.
- (f) SALGAs (general conditions of bid, contract, and order) shall be applicable to this bid.

- (g) The bidder shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment.
- (h) SALGA reserves the right not to award the bid to any bidder at its own discretion.

## **21. SPECIAL CONDITIONS**

- (a) Members making up the panel for a particular project would be selected from different bidders in that particular discipline,
- (b) No person (from the panel) associated or linked to a bid at hand shall participate in that particular bid.
- (c) In case of member’s recusal, a replacement with same credentials should be made available.
- (d) The advisory team members may differ from bid to bid based on their expertise.

**REVIWED BY BID SPECIFICATION COMMITTEE**